

1 October 1999

MEMORANDUM FOR PERSONNEL REQUIRED TO FILE EXECUTIVE BRANCH
CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS
(OGE Form 450)

SUBJECT: Executive Branch Confidential Financial Disclosure Report (OGE Form 450) and Annual Ethics Training

1. Your current position includes duties and responsibilities that require you to file an Executive Branch Confidential Financial Disclosure Report (OGE 450). You should review the attached instructions and then accurately fill out the attached blank OGE 450.
2. The information on your OGE 450 must be current as of 30 September 1999, and must include any interests, liabilities, or other affiliations which were held at any time during the period 1 October 1998 through 30 September 1999, even if the interests, liabilities, or other affiliations no longer exist. Interests, liabilities, and gifts and reimbursements of dependent children and spouses, and non-federal employment of spouses, must also be reported on the OGE 450. For each part of the OGE 450 that a filer has no information to report, the box marked "None" must be checked.
3. In addition, all personnel who are required to file financial disclosure reports must attend one hour of annual ethics training. Training will be conducted in the USAG Operations and Training Support Center (OTSC) Classroom, in the Building 65 basement as follows:
 - a. 15 October – 1300 – 1400
 - b. 18 October – 1300 – 1400
 - c. 21 October – 1000 – 1100
 - d. 26 October – 1300 – 1400
 - e. 1 November – 1000 -1100

Fort Gillem training will be provided in building 902, the OTSC training complex in classroom 'D' from 1300 to 1400 on 12 and 26 October and on 9 November.

4. All personnel required to receive annual ethics training will so certify using the enclosed form. Personnel are encouraged to attend training early.
5. Filers who filed in 1998, have no change in reportable assets, and have no change in position or job duties, may elect to file the OGE 450-A, in lieu of the annual OGE 450.

AFZK-JA

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See the attached OGE 450-A for complete requirements for using this form; note that one requirement is to attach the most recent OGE 450.

6. After completing and signing your OGE 450 or OGE 450-A, submit the applicable financial disclosure form, a copy of your current job description, the completed training certificate, and the attached review sheet to your supervisor. You or your supervisor should then ensure that these documents arrive at the Office of the Staff Judge Advocate, Building 41 AFZK-JA (ATTN: MAJ Hoyle), Fort McPherson, no later than 1600 hours, 19 November 1999.

7. POC for the OGE 450 and annual ethics training is MAJ Hoyle, ext 4141.

4 Encls

1-OGE 450

2-Supervisor Worksheet

3-Training Certificate

4-OGE 450-A

KEVIN J. CHAPMAN

LTC, JA

Staff Judge Advocate

TRAINING CERTIFICATE

I, _____, certify that I attended annual ethics
training on _____.

Date

Employee Signature

Employee Phone Number

Employee Office Symbol